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2 3 MAY 1974

MEMORANDUM FOR: Director, National Reconnaissance Office

SUBJECT : Annual DCI Report on the Intelligence Community

REFERENCES : PFIAB memorandum, "Annual Reports to the PFIAB," dated 8 May 1974
D/NRO memorandum, same subject, dated 13 May 1974

1. As you are aware, the referenced PFIAB memorandum cancelled a standing requirement for separate reports from the various Intelligence Community agencies and requested that the DCI submit "a single integrated annual report." It asked that this report "provide an overview of Community trends and developments, a discussion of major problem areas" and include "a uniform, community-wide statistical base for manpower and funds," and "separate sections for each Intelligence Community component."

2. Your designation of _____ 25X1
your Staff Director, as the NRO focal point on this project is much appreciated.

3. We intend to keep the annual report short and concise. The memorandum will be sent to the PFIAB on 1 October and will include a brief separate appendix, not more than ten single-spaced, letter-size pages in length, for each agency which provides a submission. Since you have been

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reporting each year directly to the PFIAB, it is requested you provide an appendix for the DCI's annual report. Your submission should reach my office before 1 September.

4. Your submission should answer these questions:

a. What were the important accomplishments of your organization in FY 1974?

b. Did your mission, organizational structure and/or management system change significantly during FY 1974, and if so, why and with what results to date?

c. What existing or oncoming problems of major import confront your organization, and what are you doing or proposing to do about them?

5. Responding to these questions in a very brief format poses some difficulty. But, a primary purpose of the PFIAB request for a single report is to reduce the volume of material which has previously been submitted by individual agencies of the Community.

6. Your submission should conform to the following general outline:

I. Important accomplishments in FY 1974

   A. Performance against objectives
   B. Performance by function

II. Major changes during the year

   A. Changes in mission and responsibilities
   B. Changes in organizational structure
   C. Changes in management

III. Significant problems and issues

IV. Future requirements and plans

7. The Intelligence Community Staff will be responsible for preparing the DCI report. I have asked [   ] to work closely with your agency in the formulation

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of its report and to serve as a guide to general format,
content, etc., where such guidance can be helpful. The
Staff will also prepare a separate appendix containing
community-wide budgetary information on the basis of existing
information held in the Intelligence Community Staff.

SIGNED

Daniel O. Graham
Lieutenant General, USA
Deputy to the DCI for the
Intelligence Community

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